

Minutes

CITY OF MATHIS 4B ECONOMIC DEVELOPMENT CORPORATION
REGULAR BOARD MEETING
MEDC OFFICE, 111 E. SAN PATRICIO AVE.
MATHIS, TX 78368

MARCH 13, 2018 at 6:30 PM

BOARD MEMBERS' BUSINESS

Item *Description*

1. Roll Call to determine presence.

President	Vicente Gonzalez	Present
Vice President	Char Brown	Present
Secretary	Pat Doherty	Present
Treasurer	Elvira Chavez	Present
Director	Michelle Herrera	Absent
Director	Frank Galvan	Present
Director	Mitchel Smolik	Present
Executive Director	Doug Dowler	Present
Director of Finance	Dea Brite	Present
MEDC Admin.	Roxanne Breiten	Present

2. Call to order.

Swearing in of reappointed members and new member by City Mayor:

President	Vicente Gonzalez
Vice President	Char Brown
Secretary	Pat Doherty
Director	Mitchel Smolik

3. Recognition of new Board Members

Congratulations by Vicente Gonzalez and Doug Dowler to new Board Member and reappointed Members

a. Swearing in of new Board Members

4. Consider approval of minutes from February 2018 meeting.

February Minutes: Executive Mins. due to no quorum. By Pat Doherty

Motioned by Vicente to Approve, second by Pat Mins. Approve 5-0; 1 abstention

5. Review of February 2018 Financial Statements and Budget.

Financial Statements and Budget for February approved. Approved 6-0

a. Discussion of RFQ for Accounting and Audit services.

Public Request from four different audit firms, one chosen was CRI out of Corpus Christi (at \$18k for first audit, end of April.) Pending Engagement Letter to work with CRI motioned to approve. Approved 6-0

b. MEDC Financial and Loan Reports

Loan Report for all Loans is complete, gaining interest and all are current. Available for relending \$3,252.53 for new clients.

c. MEDC Sales Tax Economic Report

Mathis Sales Tax Allocation Report: Comparison of Dec 16' – 17', decline from previous yr.

Comptroller sales tax report: 8.3% increase For March 2017 for San Pat. Co. and State of TX.

A. Joint Task Force SPCEDC/MEDC

Opportunity Gap Report and Average Annual Daily Traffic Counts (I-37 Mathis)

B. Presentation of Sales Tax Revenue – City of Mathis

MEDC March Sales Tax: 20,075.32

PUBLIC FORUM

Citizen Presentations from the floor.

No Presentations.

PROCEDURE

Individuals are invited to address the Mathis Economic Development Corporation regarding their concerns. Individuals and groups are permitted Three (3) minutes to present their concerns. If a group will be presenting, the group should select a spokesperson to address the Board on the issue concerning the group. The Mathis Economic Development Corporation may not answer questions and no action on concerns expressed is permitted, except to place a consideration item on a future Agenda.

OLD BUSINESS

5. Presentation of Administrative Programs.

a. Review of Downtown Sidewalk Projects

SDBG Program: memo to be featured on Texas SDBG Block Grant Program

i. Phase I - 100 and 200 Blocks. Of San Patricio Ave

a. Solicitation of Design/Build for Downtown Sidewalk Benches, Trash Cans and Planters

- Campaign for Benches, Trash Cans and Planters
- Business Advertising

- **Community Landscaping**

Hanson Engineer Report: Recalculate based on pricing from previous bids to the reduced bid. (both bidders are under \$325K).

ACTION ITEM: Motion to approve proposed Community Solicitation for design, build, and donation project. Seen and approved by City council. Motion to approve by Frank, second by Pat. Approved 6-0

- ii. **Phase II - TxDOT Alternatives Transportation Grant**

No Update: waiting on TxDOT to move forward with their funding source

- b. **Update on I37 project**

- i. **Better City**

Marketing Firm: for I-37 project- top 10 New Business Ideas/ Wish List (local, retail, & regional analysis)

- ii. **MuniCap**

Conference Call Friday March 16th: update on the progress of bond program for I-37 project, better report to come in next meeting.

- c. **Update on 1025 Freeman project**

- i. **Discussion of project feasibility**

Looking for the possibility of a housing development (40 acres looking for smaller). The land is still on the market for sell.

- d. **605 Front Street**

“Brown Site” grant approved for remediation clean up, still reviewing contracts.

- e. **100 ac. Business Park**

Party interest in place a small business on 1 acre (Granite Shop)

6. Annual SPCEDC Economic Update Luncheon

Several board members were in attendance, along with the mayor. Topic and Speaker made a great presentation. Corpus Christi Port will be the largest oil and gas port along the southern coast.

NEW BUSINESS

7. Presentation by All Cross Texas

Chris and Robert Divin owners of All Cross Texas, donated a bench to the MEDC before the Board Meeting

8. Discussion of HEB Recognition Celebration

HEB Appreciation Celebration scheduled for the end of April. March 24 HEB will celebrate their 46th yr. in Mathis; also having a wall to wall reorganization. Consensus for Celebration given by board.

9. **Action Item:** Project approval of application for Community Enhancement Fund Grant

- a. **Motion:** Motion to approve Community Health Clinic Project and support for Grant

Application to TDA for Community Enhancement Fund Grant.

Grant for health clinic approved, motioned by Frank second by Char. Approved 6-0.

10. Discussion of News Letter for Web Page

- a. MEDC News Letter "Did you know?"

Written by Pat Doherty: first column is on sales tax, intent of column is to promote and educated our community.

11. Discussion and **Possible Action** - SPCEDC Partners Breakfast – Mathis on May 16, 2018

- a. Location: **Mathis Middle School.**
- b. Sponsors: (last yr.) Prosperity for \$200, Flyers for sponsorship, Howdy Ranch, 200 Block. **Motioned to move forward with the SPCEDC: Motioned by Frank second by Elvira. Approved 6-0.**

12. Discussion of Small Business Technical Assistance Program.

- a. Outreach: **Monthly Calendar, and packets.**

- i. Merchant Meetings – Business After Hours:

March 15, 2018 and March 29, 2018 (first mixer).

- b. Group Classes

Start Smart was a success, total of 16 participants, email marketing, QuickBooks.

- c. Individual consultation

One individual and two pending (QuickBooks).

- d. Sponsored Training

Start Smart was a success, no upcoming scheduled sponsored training.

13. **Executive Session:**

- a. Motion to move to Executive Session for Discussion of Personnel matters, MEDC Personnel Manual, as authorized by Section 551.074 of Texas Government Code Chapter 551; and Discussion of Real Estate purchase as authorized by Section 551 of the Texas Government Code Open Meetings.

Motion to close meeting to go into closed session. Moved by Elvira second by Pat. Approved 6-0.

Public notice is hereby given that the Board of Directors may elect to go into closed session at any time during the meeting in order to discuss matters listed on the agenda concerning personnel, consultation with the Corporations Attorney, real estate acquisitions, or other purposes authorized under the "Open Meetings Act." In the event the Board of Directors elects to go into closed session regarding an agenda item; the purpose of the closed session and the section of the "Open Meetings Act" authorizing the session will be publicly announced by the presiding officer.

d. Motion to close Executive Session and Reconvene Regular Board Meeting.

14. Action Item: Motion to Approve MEDC Personnel Manual.

Motioned by Char second by Elvira Personnel Manual Approve 6-0.

REPORTS

1. Executive Director

- a. Report on HCA Mathis Clinic
 - i. 2018 Community Enhancement Fund
- b. SPCEDC Economic Update Luncheon 3/7/18

Update given earlier in meeting.

2. Business Retention and Recruitment

- a. Update of Business Retention programs
 - i. Number of Business contacted
 - ii. Social Media
 - iii. Grand Openings
 - iv. Technical Assistance

Made Face to face contact with 75 business owners, Number of views and post engagements on social media have increased. Grand opening pending Gigi's, Pirates Coin Laundry too.

- b. Update of Business Recruitment programs
 - i. Number of inquirers and request for information
 - 3 people came in Karl Gibson- Farmers Market, Young lady looking to Start a pet grooming business, Lori Necker- unsure of the type of business to begin.**
 - ii. Real Estate Development
 - 1. Better City Collateral Report
 - 2. MEDC R/E Collateral Report
- b. Mathis Merchant Programs
 - i. Merchant Meeting
 - Packet for Month of March 1st meeting on the 15th, second on the 29th.**

1. Small Business Technical Assistance Report

- a. Completed Technical Assistance projects
- b. Upcoming Technical Assistance projects
- c. Upcoming Technical Assistance programs
- d. Number of participants/Revenue received/Expenses

Numbers: Completed- 16 Graduates, 3 individuals, 6 MEDC

Class Upcoming: Email Marketing, and 3 individuals (2 pending) income: \$1,1600 expenses \$68.45.

6. DISCUSSION OF FUTURE AGENDA ITEMS FOR FEBRUARY 2018 MEDC BOARD MEETING

- update on medical clinic.

7. ADJOURNMENT Motion adjourn. Approved 6-0 at 9:22 p.m.

EXECUTIVE SESSION RESERVATION

Public notice is hereby given that the Board of Directors may elect to go into closed session at any time during the meeting in order to discuss matters listed on the agenda concerning personnel, consultation with the Corporations Attorney, real estate acquisitions, or other purposes authorized under the "Open Meetings Act." In the event the Board of Directors elects to go into closed session regarding an agenda item; the purpose of the closed session and the section of the "Open Meetings Act" authorizing the session will be publicly announced by the presiding officer.

POSTING CERTIFICATION

I hereby certify that this public meeting agenda was posted in a public place at Mathis EDC in the City of Mathis, Texas, in compliance with the requirements of public law for posting an agenda of all non-emergency meetings at least 72 hours prior to the call to order of said meeting.